



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

U.S. Mission U.S. Consulate Dhahran, Kingdom of Saudi Arabia

Announcement Number: Dhahran-2018-064-D

Position Title: Mechanical Engineer (100267)

Opening Period: July 10, 2018 –July 17, 2018

Series/Grade: Local Employee, LE-11 or Foreign Service, FP-04

Salary: *Local Compensation Plan (LCP):
Starting gross salary: SR. 277,192 plus other benefits (e.g., children education allowance, annual ticket/s, medical & life insurance coverage, retirement contribution plan, etc.)

*USG Pay Plan (USG PP):
US\$ 65,117 per year
Actual FS salary will be determined by Washington D.C.

For More Info: Email: HRORiyadh@state.gov

Who May Apply: ALL INTERESTED CANDIDATES

Security Clearance Required: Appropriate security clearance will be required after selection

Duration Appointment: Definite subject to successful completion of the project.

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Dhahran, Kingdom of Saudi Arabia is seeking eligible and qualified applicants for the position of Mechanical Engineer for Overseas Building Operation (OBO) section.

Work schedule for position is: *Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Under the supervision of the OBO Project Director and Construction Manager for the Dhahran New Consulate Compound project, the Mechanical Engineer shall inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders, including preparing cost estimates; and other construction engineering duties as directed by the OBO Project Director (PD) or Construction Manager (CM). The job holder shall be directly responsible to the OBO Project Director for the performance of their construction engineering services

Qualifications and Evaluations

Education: Bachelor of Science in mechanical engineering from an accredited university is required.

Requirements:

EXPERIENCE: Five years in the design/construction industry working in the technical area of their engineering expertise is required.

JOB KNOWLEDGE: Must have knowledge in design and construction practices with U.S. mechanical codes and specifications, thorough professional knowledge in mechanical design calculations and criteria, preparation of engineering drawings and specification.

Evaluations:

LANGUAGE: English 4 – Advanced Professional Proficiency in speaking, reading and writing is required; Arabic 4 – Advanced Professional Proficiency in speaking, reading and writing is required. (This will be tested.)

SKILLS AND ABILITIES: Manual – stand, lift, bend, look, climb, carry items; IT- Microsoft Suite; Data Entry – enter large amount of information into Microsoft Project, Excel, and databases. Review drawing files in Autocad and Building Information Modelling (BIM) software is required.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission and U.S. Consulates, Jeddah and Dhahran, Kingdom of Saudi Arabia receive a compensation package that includes health and life insurance, annual homeward passage, child education allowance, housing allowance, meal and transportation allowances, plus retirement, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: To apply for this position, applicants should submit the documents listed below as a single file in PDF format to email address: HRORiyadh@state.gov (*Note: Multiple files will not be accepted*).

Please use the position title and announcement number as the subject line in your email (*failure to use the right subject line may result in your application not reaching the required application folder for further consideration*).

For more information on how to apply visit the [Mission internet site](#).

Required Documents: Please provide the required documentation listed below with your application:

- Universal Application for Employment DS-174 form, which is available on our website (Link: <https://sa.usembassy.gov/embassy-consulates/jobs/>)
- A clear copy of valid Saudi identity card or iqama card/work permit

- Passport copy
- High School Diploma
- Degree with transcript
- Language scores (if available)
- Professional certificate or license
- A clear copy of valid Saudi driver's license (if the position requires)
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letters of recommendation
- List of references
- Any additional documentation that supports or addresses the requirements listed above (e.g. copies of essays, awards and certificate of employment).

What to Expect Next: Due to high volume of applications received, only Applicants who qualify take a language or skills test, or who are selected for an interview will be contacted.

Thank you for your application and your interest in working at the U.S. Consulate in Dhahran, Kingdom of Saudi Arabia.